

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Department of Energy and Environment

**Work Plan Requirements**

When submitting a work plan to the wells permitting module in the Surface and Groundwater Systems (SGS), the work plan must include the following information:

1. SB number from DCRA permits, Tracking Number from DDOT permits
2. Project street address
3. Square and lot
4. Project description:
  - a. Description of purpose of the project;
  - b. Number of borings;
  - c. Diameter and depth of borehole;
  - d. Drilling method and procedures; and
  - e. Abandonment process
5. Subsurface utility clearance
6. How to manage Investigation Derived Wastes (IDWs)
7. A description of the proposed well construction activity, well construction materials and equipment
8. Details of decontamination procedures (if the site is potentially or known-to-be contaminated)
9. The type and mix ratio of the grout, including how the grout will be inserted.
10. State that DOEE will receive, via email, the following:
  - a. A drilling notification, 2 days prior to drilling for inspection purposes; and
  - b. A completion/abandonment report within 60 days of completion/abandonment
11. Abandonment of wells, state that such report will contain the following:
  - a. Soil boring logs;
  - b. DC Well Construction Completion/Abandonment form;
  - c. Site figure depicting boring locations; and
  - d. Photographs showing the abandonment procedure
12. Name and signature of the representative, and date.
13. Any other relevant information